

EXHIBIT B

System Access Request Form (SARF)

For: (1) New Hires / Re-Hires
(2) Title / Role changes
(3) Terminations

New Hire/ Re-Hire	<input checked="" type="checkbox"/>	Employee	<input checked="" type="checkbox"/>	Today's Date:	Aug	16	2018
Change in Role/Access	<input type="checkbox"/>	Temporary Employee	<input type="checkbox"/>	Effective Date:	Sep	04	2018
Termination	<input type="checkbox"/>	Contractor	<input type="checkbox"/>				
Transfers	<input type="checkbox"/>	Vendor	<input type="checkbox"/>				

First Name: Josh	Middle Initial:	Last Name: Vanhooose
Legal Name (if difference from name listed above)		
Preferred Email (if different from First.Last@ solarwinds.com)		

Section 1. Job Information (New Hires and Role/Access Change only)

New Office Location:	Austin, TX
New Division:	G&A
New Department:	IT
New Title:	Security Engineer
New Supervisor's Name:	Eric Quitugua
New Supervisor's Contact No:	
New VP's Name (for travel approval):	
New SVP's Name (for travel approval):	
Old Supervisor's Name: (n/a for New Hires)	
Termination – Supervisor's email address:	

Note: Termed employees should have their SolarWinds' email forwarded to their direct supervisor.

Section 2. Facilities and Misc/non-Computer Access

(Please provide to facilities with at least a reasonable amount of time to set up office/cube)

Building Access Badge Required?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Office/Cube Required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Remote User?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Location:		

Section 3. Physical Peripherals

Laptop: <input checked="" type="checkbox"/>	Desktop: <input type="checkbox"/>	Developer: <input type="checkbox"/>
Virtual Machine: <input type="checkbox"/>	Phone: <input checked="" type="checkbox"/>	Headset: <input checked="" type="checkbox"/>

Section 4. Systems Access

Logins: access to NetSuite, Salesforce, Admin DB (etc.) are based on System Category for each level in Section 1 above. Please refer to Attachment A for correct system group.

Hiring Manager to Complete

For any system access required that is **non-standard**, please list the system and access level needed. Additionally, please list any **email distribution lists** that the employee/contractor will need to be included on. All approvals for non-standard access should be documented and retained.

Outlook Distribution Lists (list below)

System/Area	Access Level / Profile	Approved
		name date
		name date
		name date
		name date
		name date
		name date
		name date
		name date
		name date
		name date

Approvals:

Every new hire SARF requires approval by HR. Changes to access just require manager and system owner approval	HR Approval Andrea Aguilar
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Standard System Accesses for SolarWinds Employees

(Active Directory TUL account, SolarWinds Learning Portal, SolarHR, Web Helpdesk, Confluence, MS Office Suite and Coupa should be given to all employees)

Sales - ISR's, Channel Sales & Sales Management

Netsuite – SolarWinds Sales Rep / Manager (region)
 Salesforce.com – Sales Rep User or Channel Mgr (for Reps & Channel)
 Salesforce.com – Sales Admin User - Managers and above
 Cisco Agent Desktop - Reps
 Cisco Supervisor Desktop - Managers and above
 Go to Meeting account

Sales - Sales Engineers

Netsuite – SolarWinds Sales Rep & SolarWinds Support Person - for SE staff
 Netsuite – SolarWinds Sales Manager & SolarWinds Support Person - Managers and above
 Salesforce.com – Sales Engineer
 Go to Meeting account
 Fogbugz / Jira
 Tableau - Managers and above
 SW Internal ID
 VM & vSphere
 Active Directory - SWDEV Account
 GEN 3 Licensing
 SharePoint - Release Archive

Customer Renewal Reps

Netsuite – SW Renewals Rep / Manager
 Tableau - Managers and above
 Go to Meeting account - Managers and above
 Cisco Agent Desktop - Renewals Reps
 Cisco Supervisor Desktop - Managers and above

Finance - AP, AR, and Gen. Accountants

Netsuite - Global Accountant – Revenue & non-US Accountants
 Netsuite - Accountant & Geo-Specific Accountant - AP, AR, Tax, & Gen. Accountants
 Netsuite - Collections - Collections team & Revenue Mgmt
 Netsuite - A/R Accountant - Collections team & Gen. Accountants
 Netsuite - A/P Clerk - Accounts Payable and Gen. Accountants
 Coupa - Approver role - AP Team

Senior Finance (Controllers and Treasury)

Netsuite – Global Accountant & access corresponding to job duties
 On-line banking – as approved
 Solium Transcentive – Read Access (as approved)

Finance - Business Analytics Teams

Netsuite – SolarWinds Sales Administrator
 Netsuite – SolarWinds Auditor - FP&A team
 Salesforce.com – Sales Administrator - Marketing Analytics team
 Tableau
 Jira - Marketing Analytics team
 Anaplan - FP&A team
 Site Catalyst / Discover - Marketing Analytics team

Order Entry

Netsuite - SolarWinds Order Entry / Manager (depending on role)
 RhinoSoft Licensing Portal

Payroll

Netsuite - Accountant (Global or subsidiary depending on role)
 Netsuite - Human Resources2
 ADP - Practitioner / Security Admin (depending on title)

Legal Team

WorldOx
 Coupa - Buyer role
 Solium Transcentive - Read/Write (based on role)

Investor Relations and Business Development

Netsuite - SolarWinds Auditor
 Anaplan

Marketing - Demand Generation

Netsuite – SW Marketing Admin (upon request)
 Salesforce.com – Marketing User
 MicroSoft Vizio
 Silverpop / Marketo
 LiveBail

Marketing - Community Team

Netsuite - SolarWinds PMM
 Netsuite - SolarWinds Support Person & SolarWinds Renewal
 Rep - Platform team only
 Fogbugz / Jira
 Tableau
 Thwack - Admin Account
 Active Directory - SWDEV account - Platform team
 MicroSoft Vizio

Support Team

Netsuite - SolarWinds Support Person - Support staff
 Netsuite - SW Support Lead - Team Leads
 Netsuite - SolarWinds Support Manager - Managers & above
 Go to Meeting
 Fogbugz / Jira
 KB System
 SW Internal ID
 VM & vSphere
 Support Group (for proper access in Confluence)

Human Resources

FairSail - HR Manager
 Fairsail - HR Admin (HROps team members only)
 iCims - Recruiter / Administrator roles (depending on title)
 bsuift - Administrator (Comp & Benefits team members)
 SLP - Administrator (L&D team members)

IT - Helpdesk Team

Web Helpdesk - Technician access
 Active Directory - Helpdesk access
 File Server Management - Helpdesk access
 Exchange Management - Helpdesk access
 Microsoft Lync Administrator - Helpdesk access

IT - Operations Team

Netsuite - SW Helpdesk
 Active Directory - DMZ account
 Active Directory - SWDEV account
 Fogbugz / Jira
 KB System
 Perforce
 VM & vSphere

IT - Systems Team

Netsuite - SW Helpdesk
 Web Helpdesk - Tech access
 Microsoft Exchange Account - Administrator access
 Active Directory - Administrator access
 File Server Management - Administrator Access
 -Admin Account - Respective Domain

IT - Security Team

Netsuite - SW Helpdesk
 Web Helpdesk - Tech access
 Additional accesses to be requested based on role

Customer Service Team

Netsuite – SW Customer Service

Product Marketing Managers (PMM's)

Netsuite – SolarWinds PMM, SolarWinds Support Person
 Marketo
 Go to Meeting account
 Jira
 Tableau
 Thwack - Employee account
 SW Internal ID
 VM & vSphere
 Active Directory - SWDEV account

Program Managers (PM's)

Netsuite – SolarWinds PMM
 Fogbugz / Jira
 Tableau
 VM & vSphere
 Active Directory - SWDEV account
 Thwack - Admin account - Product PM's only
 Thwack - Employee account - Web and Product PM's
 SolarWinds Improvement Program (SWIP)
 Go to Meeting account

R&D - QA & Testers

Netsuite – SolarWinds Support Person
 Fogbugz / Jira
 Active Directory - SWDEV account
 Tableau - QA Managers & above
 Perforce - upon request
 Go to Meeting account - Managers & above
 Testlink account
 VM & vSphere

R&D - Info Dev

Netsuite – SolarWinds Support Person
 Fogbugz / Jira
 Perforce
 KB System
 Active Directory - SWDEV account
 VM & vSphere
 SW Internal ID

R&D - Web Dev

Fogbugz / Jira
 Active Directory - SWDEV account
 Tableau - QA Managers & above
 Perforce
 Go to Meeting account - Managers & above

Corporate Services Group

Egencia - Arranger / Manager roles - depending on job duties
 C Cure 9000

Business Applications Group

Netsuite - SolarWinds Support Person, SolarWinds QA, SolarWinds
 Renewals Rep, SolarWinds Sales Rep
 Netsuite - SolarWinds System Admin (as needed)
 Fogbugz / Jira
 Perforce
 Active Directory - SWDEV account

Executives - CAO, CFO, CEO

Netsuite - Executive Std/2F (upon request)
 Netsuite - SolarWinds VP Finance (upon request)
 Coupa - Approver role
 iCims - Executive role - CFO only

Internal Audit Group

Netsuite - SolarWinds Auditor

Standard System Accesses for MSP Employees

(Active Directory TUL account, SolarWinds Learning Portal, SolarHR, Web Helpdesk, Confluence, MS Office Suite and Coupa should be given to all employees)

Sales

ISR's/Channel Sales/Account Executives/Sales Management
 Salesforce.com – Sales Rep User or Channel Mgr (for Reps & Channel)
 Salesforce.com – Sales Admin User - Managers and above
 Cisco Agent Desktop - Reps
 Cisco Supervisor Desktop - Managers and above
 Go to Meeting account
 CRM - Salesperson role
 CRM - Account Executives - Account Executive Role
 CRM - Channel Salespersons - Partner Development Specialist
 CRM - Inside Sales - Inside Sales Role
 NRC - Account Executives - Sales User role
 NRC - Channel Salespersons - PDS User/Sales User roles
 NRC - Inside Sales - Sales User role

Sales Engineers

CRM - Sales Engineer Role/Sales Engineer (Geo-Specific)
 Salesforce.com – Sales Engineer
 Go to Meeting account
 N-Activate - Client Services
 Bugzilla
 iCims - for hire requisitions (Managers and above)
 VM & vSphere
 NRC - Sales Engineer Role

Finance**Billings Specialists**

CRM - Order Processing/ Finance roles
 NRC - Finance User role
 Salesforce - Billing s role
 Zuora - Zuora Platform Role - Standard User
 Zuora - Zuora Billing Role - Billing Billing Operations/Standard Billing roles
 Zuora - Zuora Commerce Role - Commerce Standard User
 Zuora - Zuora Finance Role - Finance Read Only
 Zuora - Zuora Payment Role - Payments Billing Operations/Standard Billing roles

Renewals

Salesforce - Renewals Rep/Renewals Reports roles
 NRC - PDS User/PDS Manager (depending on title)
 CRM - Renewals Rep/Sales Coordinator/Salesperson roles
 EchoSign
 Arkadin - Manager and above
 GoToMeeting - Manager and above
 Tableau - Manager and above

Collections

Salesforce - Collections role
 Zuora - Zuora Platform Role - Standard User
 Zuora - Zuora Billing Role - Billing Collections
 Zuora - Zuora Commerce Role - Commerce Standard User
 Zuora - Zuora Finance Role - Finance Read Only
 Zuora - Zuora Payment Role - Payment Collections
 CRM - Finance role
 NRC - Finance User role
 Adobe Reader
 Salesforce for Outlook
 Snipping Tool
 GoToMeeting
 Adobe EchoSign
 Tableau

Finance (Continued)**Accounting (All Departments)**

CRM - Finance/Order Processing/Global Search roles

Accounts Payable

Netsuite - AP Clerk & Accountant
 Coupa - Accounts Payable Role

Accounting Specialists

Netsuite - N-Able Accountant
 Zuora - Zuora Platform Role - Standard User
 Zuora - Zuora Billing Role - Credit Memo
 Zuora - Zuora Commerce Role - Commerce Standard User
 Zuora - Zuora Finance Role - Finance Read Only
 Zuora - Zuora Payment Role - Payments Credit Memo
 Salesforce - Billings Role
 NRC - Finance
 N - Activate - Operations

Cash Applications

Zuora - Zuora Platform Role - Standard User
 Zuora - Zuora Billing Role - Billing Cash Apps
 Zuora - Zuora Commerce Role - Commerce Standard User
 Zuora - Zuora Finance Role - Cash Applications
 Zuora - Zuora Payment Role - Payments Cash Apps
 NRC - Finance
 N - Activate - Operations

Revenue Accountants

Zuora - Zuora Platform Role - Standard User
 Zuora - Zuora Billing Role - Billing Product Catalog Admin
 Zuora - Zuora Commerce Role - Commerce Standard User
 Zuora - Zuora Finance Role - Finance Product Catalog Admin
 Zuora - Zuora Payment Role - Payments Product Catalog Admin
 Netsuite - SW Accountant - Global
 N-Activate - Managers and above - Operations Role

Finance Managers

Zuora - Zuora Platform Role - Standard User
 Zuora - Zuora Billing Role - Billing Finance Manager
 Zuora - Zuora Commerce Role - Commerce Standard User
 Zuora - Zuora Finance Role - Finance Finance Manager
 Zuora - Zuora Payment Role - Payments Finance Manager
 Netsuite - N-Able Accountant
 N-Activate - Operations Role

Business Analytics Teams

NetSuite – SolarWinds Sales Administrator
 NetSuite – SolarWinds Auditor - FP&A team
 Salesforce.com – Sales Administrator - Marketing Analytics team
 Zuora - Zuora Platform Role - Standard User
 Zuora - Zuora Billing Role - Billing Read Only
 Zuora - Zuora Commerce Role - Commerce Standard User
 Zuora - Zuora Finance Role - Finance Read Only
 Zuora - Zuora Payment Role - Payments Read Only
 CRM - Finance/Sales Management/Program Pricing Admin/Sales Management Report role
 Tableau
 JIRA - Marketing Analytics team
 Anaplan - FP&A team

Marketing - Product Marketing

CRM - Marketing Professional
 NRC - Marketing User/Marketing Programs Manager (depending on title)
 Marketo and Silverpop

Marketing - General

Salesforce - Marketing User
 Silverpop
 Adobe Creative Cloud

Technical Support

CRM - Tech Support L1/ Customer Service Rep Roles
 N-Activate - Support Role
 NRC - Tech Support User/Tech Support Manager (depending on title)
 Bugzilla

Human Resources/Payroll

FairSail - HR Manager & HR Admin
 iCims - HR Manager/HR Admin/Office Admin/Recruiter
 Coupa - HR Manager/HR Admin/Office Admin/Recruiter
 Egencia - HR Manager/HR Admin/Office Admin
 ADP/Payroll - HR Manager/HR Admin
 Badge Access System - Office Admin

R&D

SWDev
 Bugzilla/JIRA
 CRM - Quality Assurance/Development roles
 Perforce
 N-Activate - Product Creation Role
 Code Collaborator

Quality Assurance

SWDev
 NRC - QA user/Product Management User (depending on title)
 Bugzilla/JIRA
 CRM - Quality Assurance/Development roles
 N-Activate - Product Creation Role

Business Applications Group

SW Dev
 Bugzilla/JIRA
 Perforce
 CRM - Admin roles as needed
 NRC - QA user/Product Management User (depending on title)
 Netsuite - SW Helpdesk, SolarWinds Support Person
 Zuora - Zuora Platform Role - Administrator
 Zuora - Zuora Billing Role - Billing Admin
 Zuora - Zuora Commerce Role - Commerce Admin Role
 Zuora - Zuora Finance Role - Finance Administrator
 Zuora - Zuora Payment Role - Payments Admin
 Salesforce (N-Able role based)
 N-Activate - MIS
 Tableau
 GoToMeeting

Information Technology (IT)

Web Helpdesk - Tech (Helpdesk Team members)
 NCOD (role specific)
 N-Activate Server (MIS)